



GENERAL INSTRUCTIONS FOR UPDATING AN EXISTING SANDY CITY COMMERCIAL LICENSE APPLICATION

The enclosed application may be used to update certain information on an existing Commercial Sandy City Business License. You will need a separate license application or update for each business location. Please do not use this form to change ownership of an existing business (license are not transferable) or to file for a new business license, or for a business that has been licensed in another City and has relocated to Sandy.

____ A. **If the business has relocated within Sandy City.** License are not transferable to any location other that specifically indicated on the last application filed and on the business license certificate issued. When a business relocates within the City, an update application must be filed, and all applicable departments will need to provide a positive final inspection or recommendation for the issuance of a valid business license. Annual renewal license fees will transfer, but there is an additional *\$45.00 charge for processing and inspections*. AFTER filing the application, a representative of the commercial businesses should contact Building & Safety and Fire Departments to schedule inspections. Other specific businesses should contact the appropriate, additional agencies indicated (given the nature of the business):

*Building & Safety Dept: (801) 568-7251 Fire Dept: (801) 568-2943 Health Dept Food: (801) 313-6620
Health Dept Sanitation: 313-6641 Dept of Ag Food: (801) 538-7159 Dept of Ag Pesticide: (801) 538-7188*

____ B. **If there is a change in the mailing address only.** Please complete the update application in it's entirety making sure to include the corrected information.

____ C. **If there is a change to the name of the business:** Please provide copies of supporting documents indicating the new entity name has been registered with the Utah Department of Commerce. There is a \$20 duplicate license fee for a corrected certificate.

____ D. **If there is a change in ownership:** This form can only be used for a partial change in the ownership. At least one surviving partner must be re-named on the update application. A surviving partner must sign the update application. This form may not be used if there is a complete change in ownership. In that case, the new owners will need to file for a new business license. Forms are available on line at www.sandy.utah.gov follow the prompts Business>Business License>Business License Applications and Forms> (*select your specific application*)

PLEASE NOTE: All update applications must be accompanied by recent documentation of a valid or active entity status with the Utah Department of Commerce, and verification of a valid State Sales Tax Number (where applicable).

Where possible, renewal fees have been applied to the license account to avoid the possibility of late fees. If you have questions related to the update, please contact the license office at (801) 568-7252 or e-mail at BusLic@sandy.utah.gov and we will respond promptly.



SANDY CITY UPDATE APPLICATION FOR EXISTING COMMERCIAL LICENSES

DATE _____

LIC # _____

****PLEASE PRINT OR TYPE IN BLACK INK****

BUSINESS NAME (DBA):		LOCAL PHONE #:				
BUSINESS ADDRESS:	CITY & STATE:	ZIP:				
BILLING ADDRESS	CITY & STATE:	ZIP:	FAX:			
DESCRIBE TYPE OF UPDATE BEING REQUESTED:	STATE SALES TAX:	DBA: (ATTACH)	OTHER:			
NATURE OF BUSINESS:						
DO YOU USE, STORE OR MANUFACTURE ANY CHEMICAL, COMBUSTIBLE OR HAZARDOUS MATERIALS? YES / NO. IF YES, PLEASE DESCRIBE:						
SEXUALLY ORIENTED BUSINESS Y/ N; ARCADE Y/ N; SALES/CONSUMPTION OF ALCOHOL Y/ N; 2NDHAND PAWN Y/ N						
DATE OF CHANGE: _____, BUSINESS HOURS: FROM _____ TO _____, M. T. W. Th. F. S. Su.						
* APPLICANT (F,M,L) ALL OFFICERS	HOME ADDRESS		HOME PHONE			
1.						
2.						
3.						
DATE OF BIRTH	PROFESSIONAL LICENSE/MISC INFO	DRIVER LICENSE NUMBER				
1.						
2.						
3.						
BUSINESS ENTITY TYPE: SOLE PROPRIETOR _____ PARTNERSHIP _____ LIMITED LIABILITY Co _____ CORPORATION _____						
REGULATORY FEE	\$130.00	TRANSFER FEE	\$45.00	# OF EMPL	@ \$11	
SP. REGS/BEER	\$55.00	INSPECTIONS	\$40.00	# OF APTMENT	@ \$17	
DISPROP. FEE		DUPLICATE LIC	\$20.00		TOTAL DUE	

This application is to be used only for updating information on an existing license. Items such as address changes, phone number changes, altering the DBA, minor changes in the nature of the business, adding or deleting an owner (where there are several original owners and a majority of the ownership remains the same), number of employees, changes in the business location all may be filed on this application. Please contact the license office for computation of fees (if any) that may be associated with updating the existing license. **This application may not be used to transfer a license to new ownership.**

I agree to the conditions of this application. I agree to conduct business in accordance with Sandy City Ordinances and State Statutes governing operation of such business.

Signature (*of one applicant listed) _____ Date _____

Print Name _____ Title _____

Eng		Fire		PD		Dept Health		Plan/Zone		Bldg		Admin Svcs.		Other/Describe	
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